

REGULATIONS GOVERNING REPORTING OF
INFORMATION RELATING TO YEAR-END STATUS AND
CLOSING OF APPROPRIATION AND FUND ACCOUNTS

1975
Department Circular No. 965
Second Revision

Department of the Treasury
Washington, DC 20220

Fiscal Service
Financial Management Service

September 17, 1975

TO HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES AND OTHERS CONCERNED:

1. Authority. This Circular and the procedures authorized thereunder are issued pursuant to the authority vested in the Secretary of the Treasury by Section 114 of the Budget and Accounting Procedures Act of 1950 (31 U.S.C. 66b (a) and (b)).

2. Policy. ~~The Department of the Treasury will furnish reports to each Executive Agency, Government Corporation, the Legislative Branch and the Judiciary Branch of the year-end preclosing unexpended balance for appropriation and fund accounts taken from summary data maintained by the Financial Management Service. These reports will serve (1) as the Treasury's trial balance of the central appropriation and fund accounts, (2) as the agencies' request for transfers and withdrawals under Public Law 798, approved July 25, 1956, and (3) as the agencies' analysis of appropriation and fund balances in terms of availability, for use in publishing the annual Combined Statement of Receipts, Expenditures and Balances of the United States Government, and by the Office of Management and Budget in its preparation and review of the President's budget program.~~

~~The primary responsibility for reviewing the status of its accounts rests with the agency managing the appropriation or fund. Each agency, in order to properly certify obligated and unobligated balances pursuant to 31 U.S.C. 200, must verify its own accounts at least once each year. Agencies should recognize that the reports required under this circular form the basis for compilation and publication of data on over-expended or over-obligated appropriation or other fund accounts resulting from agency operations which may be in violation of the Anti-Deficiency Act (3679 of the Revised Statutes 31 U.S.C. 665(a)). Disposition of over-expended or over-obligated balances is the sole responsibility of administrative agencies. Accordingly, agency management should be aware that they are certifying that obligations are proper and that the amount of obligations or expenditures incurred is proper.~~

3. Instructions. Implementing instructions within the framework of this Circular will be issued by the Commissioner of Government Financial Operations in the Treasury Financial Manual, Part II, "Central Accounting and Reporting."

4. Rescissions The following regulations are hereby rescinded:

Department Circular No. 965, Revised
Procedures Memorandum No. 1, dated August 7, 1964.

With this rescission, the Second Revision, as a general statement, is the only issuance remaining in effect under Department Circular No. 965.

5. Effective Date. Upon receipt.

6. Inquiries. Inquiries concerning this Circular should be directed to the Financial Management Service, Government Accounting Systems Staff, Department of the Treasury, Treasury Annex No. 1, Washington, D. C. 20226 (Telephone 964-8374; Area Code 202; IDS Code 184).

/s/ David Mosso
Fiscal Assistant Secretary

Treasury Library
TREASURY FINANCIAL MANUAL, 1985/1986,
Vol. 1

T/L 320